Mapping Reference

Map Pins

These are various pins and their meanings used in SVRS:

Solid Green Pin: both geocode and address verification has been validated or has been manually corrected by clerk. Pins that were previously not validated, but have since been validated and the changes saved will appear as a solid green pin.

Solid Red Pin: geocode or address verification flagged as "invalid". Review each geocode exception and confirm the pin is in the correct location.

Solid Orange Pin: geocode or address verification flagged as "warning". There is minimum confidence in the pin's location; each geocode warning pin should also be confirmed.

Green Pin with Black Hat: pin has been moved, but not yet saved. Once saved it will be a solid green pin.

Colored Pins with White Square: geocode district combo mismatch: any electorate address assigned to one DC, but physically located in another DC.

Colored Pins with Black Dot: boundary exception: any electorate address within 50meters (164feet) from a District Combo border that has not been verified.

Colored Pins with White Square & Black Dot: any electorate address that fall under the categories of both boundary exceptions and geocode district combo mismatches.

Map Buttons

The mapping tab on the District Combo screen includes several buttons to perform important tasks in SVRS:

View: view different jurisdictional districts within municipality

Get View Adjacent District: view different districts bordering the district currently being viewed regardless of municipality

Clear Added Districts: clears all districts from map besides currently being viewed district

View Addresses Near Border: This button continues to displays all address pins near a DC border, including all addresses that have been confirmed (these will appear as solid green pins and will no longer display a check mark and current boundary exceptions (green pins with dots, as seen above).

Clear Addresses: Clears the display of all voters

Cancel: Cancels the last action

Refresh: Refreshes entire display back to how it was originally viewed

Save: This button is used to save any changes made within the DC mapping screen. This button must be hit in order to permanently save any changes made on the DC map screen.

Address Validation

District maps in SVRS come from a variety of sources. School district boundaries in most cases were provided by County GIS departments. Ward and municipal boundaries either from local municipal or county GIS sources, or from the Census maps used in redistricting. The Census maps are not at the same level of accuracy as local GIS maps, so some inaccuracies may appear. G.A.B. can assist in researching and correcting problems with district lines in consultation with municipal or county GIS staff. G.A.B. staff will work with the appropriate sources to get the district boundaries corrected and loaded into SVRS. This does take time - please be patient while these issues are investigated and resolved.

Every address that gets entered into SVRS goes through a "validation" process. This process includes several steps:

1. SVRS standardizes the address with U.S. Postal Service data.

2. SVRS looks to see if this address already exists in the system. If so, SVRS uses the pin that is already in the system.

3. If the address is not in SVRS, SVRS gets a new pin from Bing Maps.

4. SVRS assigns the district combo based on the location of the pin on the map relative to the District Combo boundary lines

When new streets or addresses are created, it may take some time before the address is available to be validated in SVRS. Therefore, it is very important that new addresses, streets, or street name changes be reported to the local USPS office as soon as they occur. Once these changes are reported, it may take several months before the new address can be validated in SVRS.

Clerks can manually type in an address and put the pin in the correct location if the address cannot be validated automatically.

Handle Unique Address Scenarios

There are several unique circumstances where users may need to update an address field in a specific way. This section provides instructions on these unique scenarios.

How do I enter a Mailing Address?

The mailing address field appears immediately below the **Home Address** field on the Voter and Voter Application screens in SVRS. A mailing address should only be entered if it is different from the home address. Any mailings issued from SVRS, including the Voter Verification Cards mailed by the G.A.B., will be sent to the mailing address if one appears. The mailing address can be entered directly into the fields on the Voter Application or Voter screens, or by clicking on the Mailing Address button and entering the address on the Address Details screen.

How do I enter PO Boxes?

PO Boxes should only be entered into the Mailing Address fields. A PO Box should NEVER appear in the **Home Address**. There are two ways to enter a PO Box:

1. Enter the PO Box # (e.g., 123) into the House Number field. Enter the PO Box in the Street Name field. Enter the City, State, and Zip into the appropriate fields. Once outside of the Mailing Address fields, SVRS will display it in the correct order, as "PO Box 123".

2. Click on the Mailing Address button to open up the Address Details window. Change the Address Format from US Address to Non US Address. In Address Line 1, enter the PO Box information (e.g., PO Box 123). In Address Line 2, enter the City, State, and Zip.

How do I enter Non-US Addresses?

Non-US Addresses should only be entered into the **Mailing Address** fields. A non-US Address should NEVER be entered into the **Home Address** fields. The Home Address must always be a Wisconsin address.

To enter a non-US address, click on the **Mailing Address** button to open up the **Address Details** window. Change the **Address Format** from **US Address** to **Non US Address**. The address format will change to show 5 blank address lines. You may then enter the address free-form to conform with the address standards of that country. Please be sure to clearly include the country and any other necessary information to ensure the address is deliverable.

Military addresses such as an APO/FPO can be entered using this format as well.

How do I enter an address with a fraction (e.g. 24 1/2 Cottage Ave)?

The ½ should be entered into the House Number field.
It should NOT be entered into the unit number or other fields.
Sometimes SVRS has a difficult time validating the address
with the slash (/).

If the address will not validate correctly, you can still manually move the pin to the correct location on the map, and close the map. If you have manually moved the pin Do NOT hit the "validate" button. If you are having a problem, please contact the G.A.B. Help Desk and they will help get the address updated properly.

How do I enter a street name with a fraction (e.g. 2778 25 3/8 St)?

In this case, the fraction should be added in the street name
field. Similar to the house numbers with fractions, SVRS
sometimes has a difficulty validating the street name with the
slash (/).

How do I enter street names that are a highway (e.g., County Road X, State Hwy 26)?

Different highways may validate differently depending on how that particular road appears in the USPS database. If the highway does not validate the way you entered it, try some other options. For County roads, try County Road X, County Highway X, CTH X, etc. For State Highways, try State Road 26, State Highway 26, STH 26, etc.

If the address will not validate correctly, you can still manually move the pin to the correct location on the map, and close the map. If you have manually moved the pin Do NOT hit the "validate" button. If you are having a problem, please contact the G.A.B. Help Desk and they will help get the address updated properly.

How do I enter street names that include two different highways (e.g. State Road 13/30, State Road 13-30, State Road 13 and 30)?

Highways can be challenging to validate in SVRS. Try entering the highway in different ways in order for it to validate properly in SVRS. For example, try to enter the address with just one if the highways, such as State Road 13 instead of State Road 13/30. Also try to enter the highways in a different format, such as State Road 13-30, or 13 and 30. Different highways may validate in different ways depending on how they appear in the USPS database, so it can be helpful to try different formats. In some cases, the slash (/) may be correct, but SVRS may have a difficult time validating the street name with the slash (/).

If the address will not validate correctly, you can still manually move the pin to the correct location on the map, and close the map. If you have manually moved the pin Do NOT hit the "validate" button. If you are having a problem, please contact the G.A.B. Help Desk and they will help get the address updated properly.

My street isn't in the drop-down list. What do I do?

Any street name with a registered voter entered in SVRS is contained in the SVRS drop-down list. New streets or streets without registered voters may not appear in the drop-down. If a street does not appear in the list, users can simply type the street name in the street name box.

New streets can take several months to appear in the USPS database and be able to be validated in SVRS. For this reason, it is very important new streets or street name changes be reported to USPS as soon as possible. If a street name does not validate properly, follow the directions for validating addresses from the voter application or voter node. Once the voter application is saved or processed, the street will be added to the street name drop-down.

The Street Name is in the drop-down list, but the address still won't validate. Why?

Street names are added into the street name drop-down list once a voter registers on that street. SVRS automatically validates a street once it is found in the USPS database, however, it can take several months for the new street to appear in the USPS database. Because of this situation, there may be streets in the drop-down that do not validate automatically. If voters register on a specific street and the address does not automatically validate, those voters can still be added and manually assigned to the correct location and districts. Users should continue to do this until the street name gets updated in the USPS validation tool.

See the instructions above for How to add a street name that is not in the drop-down.

When I enter the street name and hit validate, SVRS is changing the street name to something else. What do I do?

Sometimes during the SVRS validation process, the USPS validation tool does not recognize the street entered and defaults to a similar, but different street. If this occurs, the user should retype the street name as it should appear. Open the map and move the voter address pin to the correct location on the map. Place the pin in the correct district combo and in the vicinity of where the street exists. If the pin is already in the correct place, slightly move the pinto validate the address. Close the map. Do NOT hit the validate button. Close the **Address Details** window, and click out of the **Home Address** field. DO NOT tab through the home address fields as this will re-validate the address and undo the work you did. If you are unable to successfully enter the address correctly and manually assign the district combo, contact the G.A.B. Help Desk for assistance.

A street name was changed in my municipality. How do I update the voters on that street?

When street names are changed, it may take several months for the new street name to be updated in USPS and be automatically validated in SVRS. For this reason, contact the G.A.B. Help Desk for assistance if you have a street name change.

The street name on the voter record is correct but it is incorrectly spelled or the same street appears in the street drop-down multiple times. How do I fix that?

Incorrectly spelled street names or multiple street names occur because the street name was entered incorrectly at one time, or the street name is misspelled in the USPS database. This is not necessarily a problem, but it may make it more difficult to search for voters on a particular street if the street is spelled differently.

Clerks may choose to update their voters on a given street so that the street name appears the way the clerk prefers it to appear, however new voters may still be created and validate in one of the other street names listed in SVRS or the USPS database. It is not recommended that clerks spend large amounts of time trying to make their street names appear exactly as the clerk would like it to appear. As long as the address is deliverable for mailing purposes, and the poll worker can accurately identify that the correct voter is voting, these inconsistencies are not necessarily a problem.